



## COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

# ALCOHOL & DRUG REHABILITATION COUNSELOR

Job Number: 20001121

Job Code: 62110V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs counseling functions with chemically dependent persons in a rehabilitation program in which counseling, referral services and post-care services are coordinated; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in psychology, social work, health or a related field.

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Certification as an Alcohol and Drug Counselor from the Kentucky Board of Certification of Alcohol and Drug Counselors will substitute for the required college.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must obtain certification as an Alcohol and Drug Counselor from the Kentucky Board of Certification of Alcohol and Drug Counselors (<http://adc.ky.gov/>) within four years of appointment. (KRS 309) <http://www.lrc.ky.gov/KRS/309-00/CHAPTER.HTM>

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Executes responsibilities and performs duties with minimal supervision. Counsels with chemically dependent persons in individual and group settings to assist in overcoming the problems of dependency. Interviews, assesses and assists client in preparation of social history. Prepares and implements treatment plan. Provides instruction concerning the effects of continued use of alcohol and/or other drugs on the client and his/her interpersonal relationships. Conducts family counseling and education classes for residents and families. Provides addicts/alcoholics with information concerning available alternatives: Alcoholics Anonymous/Narcotics Anonymous meetings, mental health center, medical programs, post treatment living situations and other options. Assists other professionals and self-help groups such as AL-ANON and AA/NA in the continued treatment of alcohol and drug abuse. Consults with other mental health professionals when appropriate. Must maintain competence in Nonviolent Crisis Intervention, CPR and Basic First Aide. Maintains current client's confidential files and protects client's confidentiality in accordance with Code of Federal Regulations. Records patient progress in accordance with the program policy and procedures. Attends 20 hours of alcohol and drug specific training per year in order to fulfill certification requirements and keep abreast of new information and treatment options.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Works within a treatment setting for alcohol and drug abusers.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*